



Greenwood County, SC

Job Description

FLSA: Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Risk Mgr./Procurement Officer	Department: Treasurer	
Pay Grade: 117	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to reduce losses to Greenwood County assets, vehicles and property. Works to provide a safe and healthy working environment for all county employees. Administers the Workers Compensation program. Administers the Greenwood County procurement system to provide for the uninterrupted availability of all goods, services and equipment for the daily operation of the county.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Investigates all accidents for damages and injuries; prepares claims and lawsuit information for attorneys and insurance adjusters.

Reviews, approves and electronically stores department requisitions, procurement documents, proposals and quotes.

Monitors injuries, accidents, property damages, occupational hazards, liability claims and any situations regarding potential loss.

Analyzes, reviews, develops and implements policies and procedures related to risk management, employee safety, loss control, and workers compensation.

Receives, reviews, prepares and processes various records and reports to include, incident/accident reports, notices of injuries, injury logs, interrogatories and claims analyses.





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Additional Duties:

Provides or facilitates employee training courses.

Responds to employee inquiries, concerns, and complaints regarding related programs.

Investigates liability insurance claims; identifies potential loss exposures related to workers compensation, property and general liability.

Procures all supplies, services, and equipment for all departments of the county; ensures that all procurement policies set by the Greenwood County Council are met.

Compiles specifications for bids; reviews and analyzes bids; makes recommendations regarding bids and maintains electronic copies of all bid documents.

Reviews cost of Liability and Workers Compensation policies to ensure quality and price.

Coordinates RFP/RFQ or bids for necessary services/products per Procurement Policy.

Responds to inquiries from county employees and vendors regarding procurement policy and procedures.

Enters computer data to generate purchase orders in a timely manner. Ensures coverage is provided for this critical function when absent.

Reviews vendor insurance files and requests proof of insurance from new vendors prior to purchase order generation.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

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Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public and people in other organizations Presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

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Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is serious – affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

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Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Has responsibility for enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Business, Liberal Arts or Social Science.

Requires two years of experience in risk management, loss prevention and procurement OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

None

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Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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